

ARDEN MANOR RECREATION AND PARK DISTRICT

A Special District Formed In 1953

Anna Sutton –Board Chair
John Montes - Vice Chair
Lisa Gibson - Secretary
Warren Harding – Director
Christine Arden – Director



Maria Boland – District Manager

REGULAR MEETING MINUTES

1415 Rushden Drive, Sacramento, CA 95864

Thursday, February 15, 2018, 6:30pm

VISION STATEMENT

Arden Manor Recreation and Park District, in partnership with the community, contributes to a high quality of life for residents of all ages in a safe, clean, healthy environment. Residents participate in programs that promote and enrich individual, family, and cultural harmony and prosperity.

1. CALL MEETING TO ORDER: 6:30

A. Roll Call: Arden, Gibson, Harding, Montes, Sutton present

2. PUBLIC COMMENTS:

A. Visitors: Joel Eleckman, Ann Kohl, Lauri DeFazio, Ted DeFazio, Juanell Hetner

3. COMMITTEE REPORTS:

A. Jonas Larkspur Park Pond Committee: W. Harding presented the report from the pond committee, recommending filling the pond to 18-inches and monitoring. Concerns were raised by A. Sutton and L. Gibson regarding the information in the report, including lack of information to support the statements in the report, lack of information regarding the costs, information from the public related to the volume of water the pond would hold, as well as environmental issued. Visitors supported the proposal.

i. Harding motion to fill the pond on February 26, Arden 2nd. Ayes: Harding, Arden, Montes; Nay: Sutton; Abstain: Gibson. Motion passes.

4. AGENDA APPROVAL, ADDITIONS AND / OR DELETIONS

5. PRESENTATIONS – None

6. CONSENT CALENDAR

- A. Approval of minutes for January 18, 2018, meeting
- B. Financial Reports: Reports on revenues and expenditures; claims submitted for payment; employee benefit report.
 - I. Question from J. Hetner on what CTO stands for.
 - II. A. Kohl identified extra money should be put into a reserve fund. M. Boland to check with the county.
 - III. A. Sutton questioned what “other equipment” in the amount of \$3,911.04 was – M. Boland explained this was the pool pump
- A. Recommended Action: Arden motion to approve, Harding 2nd, all approve.

7. CORRESPONDENCE

- A. FEC Park police: discussed. no action

8. OLD BUSINESS

- A. None

9. REGULAR CALENDAR

- A. Subject: Nomination and election for Board “officer” positions.
 - i. Chairman: no new nominations since January meeting. Sutton accepts and is voted in
 - ii. Vice-Chair: no new nominations since January meeting. Montes declines nomination. Arden accepts and is voted in.
 - iii. Secretary: no new nominations since January meeting. Gibson accepts and is voted in.
- B. Subject: Presentation, review, and proposed adoption of update to vacation policy.
 - I. Discussed changes to clarify no more than 15 days in first paragraph. Harding motion to accept with changes, Gibson 2nd. All approve.
- C. Subject: Presentation, review, and proposed adoption of a social media policy.
 - I. Sutton and Boland will continue to work on policy.
- D. Subject: Presentation and review of the Request for Proposal (RFP) for as-needed tree care and maintenance.
 - I. Discussed draft RFP. Board directed Boland to ensure there is something in RFP regarding stop work order. In addition, for Section 6.0(A)(1)(d), check on the actual size of the trees, to ensure accuracy of proposal.
 - II. Gibson motion to accept with changes, Arden 2nd; All approve.
- E. Subject: Presentation, review, and proposed adoption of phase one of the Jonas Larkspur bollard proposal.
 - I. Proposal to conduct in-house replacement of 100 bollards at Jonas Larkspur Park for Phase 1. Estimated cost of bollards is \$3,879.

II. Harding motion to approve Phase 1, Gibson 2nd; All approve.

10. District Manager Report

A. Maintenance, Recreation, Admin. Update given.

I. Maintenance:

- i. Routine maintenance conducted
- ii. Continue renovations at Crabtree baseball field. Waiting on estimate for soil mix. Jonas scheduled next.
- iii. Installed smoke detectors in all buildings.
- iv. Painted the aquatic bathrooms during rainy days. Boys room needs second coat.
- v. Repaired the infield drag for the baseball fields.
- vi. Routine safety inspections for playgrounds and park facilities.
- vii. Patched 4 cement sections and painted them red at Deterding.
- viii. Cleared grass and overgrown weeds from sand pit at Jonas and began clearing Crabtree pit. Looking for price to re-fill sand pits.
- ix. Break in in snack bar – window was potted out, but was able to be put back in with no damages.
- x. Sheriff work crew will be at Jonas March 8-9. M. Boland requested rakes and wheelbarrows be donated to be used.

II. Administrative:

- i. District manager out of office February 16-23.
- ii. District Office closed February 19 for Presidents Day.
- iii. District Manager re-filed form 700 with Sacramento County. Board members need to re-file for 2018 by April.

III. Recreation:

- i. President's break camp from February 20-23 – expecting 30 children.
- ii. March 31, 2018, annual egg hunt. Pirate swim team will be hosting pancake breakfast.

11. COMMENTS BY BOARD OF DIRECTORS:

A. Harding: used to have youth positions on board and would like to re-initiate those.

12. AGENDA ITEMS FOR NEXT MEETING –

13. CLOSED SESSION: A closed session was not held.

14. ADJOURNMENT: Meeting adjourned